



## INSTRUCTIONS FOR COMPLETING DD FORM 2051

### GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT

Coding must be as indicated in the instructions. Noncompliance with the coding instructions contained herein will make the organization that fails to comply responsible for required concessions in data base communication.

### SPECIFIC INSTRUCTIONS

#### SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY

Item 1. Self-explanatory.

Item 2. Mark the type of code being requested.

a. Type A - Manufacturers Code, which is used in the Federal Catalog System to identify a certain facility at a specific location that is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,

b. Type F - Non-manufacturers Code, which is required for identifying an organization/function in MILSCAP. These are assigned to contractors that are non-manufacturers or that are manufacturers not qualifying for a Type A Code.

Item 3. If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.

Item 4. Self-explanatory.

#### SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED

Item 5.a. and b. Self-explanatory.

c. If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.

Item 6. Self-explanatory.

Item 7. If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.

Item 8. Self-explanatory.

#### SECTION B - (Continued)

Item 9. A small disadvantaged business concern is defined in Section 19.001 of the Federal Acquisition Regulation.

Item 10. Enter the number of employees. This number should include the employees of all affiliates.

Item 11. A women-owned business concern is defined in Section 52.204-5 of the Federal Acquisition Regulation.

Item 12. The NAICS Code is a Government Index that is used to identify business activity and that indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple NAICS Codes apply, indicate the primary first, then next important, etc.

Item 13. Self-explanatory.

Item 14. Self-explanatory.

NOTE: When any future changes are made to the coded facility (e.g. name change, location change, business sold, or operations discontinued), written notification stating the appropriate change should be sent to:

Commander  
Defense Logistics Services Center  
ATTN: DLSC-SBB  
Federal Center  
74 North Washington  
Battle Creek, MI 49017-3084